

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duty of which is to assist the Police Chief in the planning and directing of the law enforcement activities of the department and in the supervision of all personnel of the department. In the absence of the Police Chief, the Police Major assumes responsibility for the operation of the entire department. Work of this class is performed with a high degree of autonomy. General work assignments are received directly from the Police Chief who reviews and evaluates the work of this class. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the police chief in managing the operation of the police department, including organizing all services of the department and deploying department personnel. Assists in the research and planning for programs and activities of the department. Inspects various services of the department and evaluates the effectiveness of these services.

Organizes and manages personnel recruitment and selection programs, including interviewing prospective employees and making recommendations for hiring. Makes or recommends promotions in accordance with civil service law. Insures that all department policies conform to EEOC standards.

Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents.

Reviews incoming communications and makes assignments to staff or writes comments and notes as necessary in order to route work to the appropriate person or location.

Gathers information to be used in compiling budgets. Authorizes

the expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget.

Determines what information should be included in department records and in what form this information should be kept. Supervises the preparation and maintenance of departmental records and reports.

Compiles and analyzes data needed for reports and writes reports. Writes letters in answer to written or oral requests addressed to the police department.

Serves as department representative at meetings of governmental or civic committees. Makes speeches or conducts demonstrations on law enforcement topics, as requested. Acts as department representative to the news media. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies and coordinates special public service projects of the department.

Holds meetings with subordinate officers for the purpose of receiving reports or disseminating information. Delegates authority to subordinates when allowed by law. Assigns work or duty areas. Approves leave. Evaluates work performance of subordinates by reviewing their reports and discussing work performance. Provides assistance to employees in technical areas of work and counsels employees experiencing work problems. Resolves employee complaints and grievances; maintains discipline among employees of the department.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides on-the-job training for department members.

Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property. Maintains department inventory of supplies and equipment. Purchases or recommends the purchase of equipment and supplies.

Manages the law enforcement operations of the department including patrol operations, special tactical operations, criminal investigations, collection and protection of evidence, traffic control and accident investigation, juvenile services, and jail administration.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Captain.

Must possess a valid Louisiana driver's license.

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